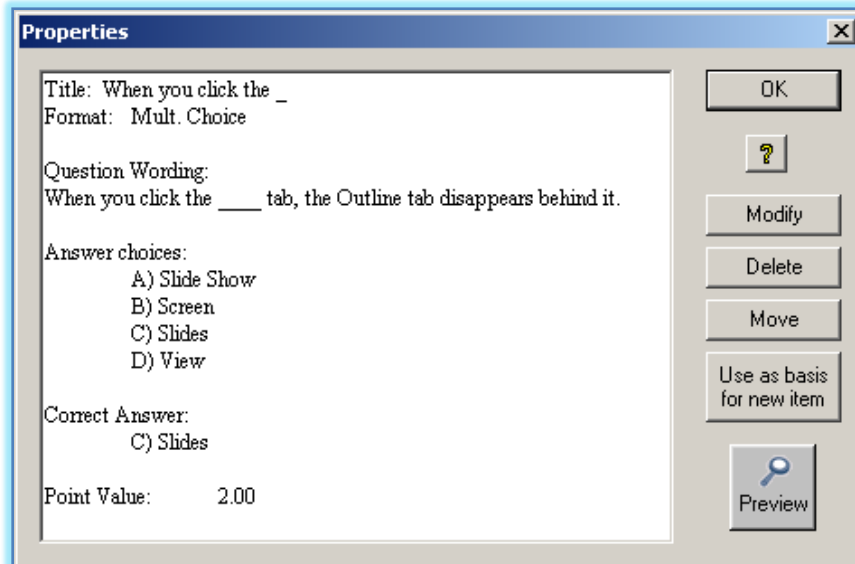


MODIFY, REARRANGE, AND DELETE QUESTIONS

- ✦ Open the exam in **Edit** mode, if necessary.
- ✦ Select a question from the **Question List**.
- ✦ Click the blue area (Title) for the selected question.
- ✦ The **Properties** window will display (see illustration below).



- ✦ Click the **OK** button to close the window.
- ✦ Click the **Modify** button to return to the **Edit** window.
- ✦ Click the **Delete** button to delete the question from the exam.
- ✦ Click the **Move** button to move the question to a different location in the exam.
- ✦ To use the question as a starting point for a new question, click the **Use as Basis for New Item** button.
- ✦ Click the **Preview** button to view the question as it will appear in the exam.